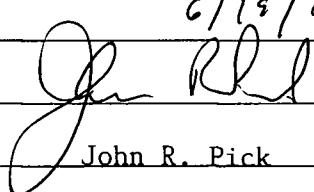

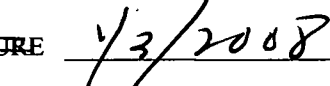


RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency City of Salisbury		Division/Unit Office of the Mayor
ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence and Subject files. --Original incoming letters, copies of outgoing letters, memoranda, reports, studies, directives, policies, accident reports, and other materials related to administration of City business.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2.	Correspondence relating to City Departments.	Retain 5 years, then destroy.
3.	Time Sheets/Employees. --Daily time sheets (Originals to Finance Department.)	Retain 1 year, then destroy.
4.	Worker's Compensation Claims. --Incident reports, requests for checks, correspondence, medical reports, invoices and/or medical authorization reports. (Originals to Human Resources)	Retain 1 year, then destroy.
5.	Personnel Records. --Personnel files. (Originals to Human Resources)	Retain 1 year, then destroy.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>6/19/07</u> SIGNATURE <u></u> TYPE NAME <u>John R. Pick</u> TITLE <u>City Administrator</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST SIGNATURE <u></u> DATE <u>4/3/2008</u> SIGNATURE <u></u>

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency		Division/Unit
City of Salisbury		Office of the Mayor
ITEM NO.	DESCRIPTION	RETENTION
6.	Special Events/Programs. --Correspondence, general liability insurance, agenda, contract information, copy of contract, applications & forms, hand-written notes, drawings/maps.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
7.	Budget Reports. --Budget work papers, first and second reading of the operating budget, legal notices, final fiscal year budget book.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
8.	Invoices. --Corporate Express, computer purchases, printer purchases, telephone, etc. (Originals to Parking & Procurement)	Retain 1 year, then destroy.
9.	Board & Commission Minutes. --Various Board & Commission meeting minutes transcribed and approved by the governing body.	Permanent. Transfer periodically to the Maryland State Archives.
10.	Board & Commission Audio Tapes. --Various Board & Commission minutes of meetings (if applicable).	Retain 1 year after approval of transcribed minutes by the governing body, then destroy.
11.	Media Services. --Press releases for various events, media contacts.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for 1 year, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency		Division/Unit
City of Salisbury		Office of the Mayor
ITEM NO.	DESCRIPTION	RETENTION
12.	Board & Commission Records. -Various member lists, bylaws, procedures, etc.	Screen annually. Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Destroy non-permanent material having no further legal, administrative, legal, fiscal or operational value.
13.	Cable Franchise. -Franchise agreements, correspondence, tolling orders, etc.	Retain for the life of the agreement and for 6 years thereafter, then destroy.
14.	Auto/Liability Claims. -Correspondence, photos, insurance claim payments, copies of checks, invoices, recorded statement summaries, accident reports	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
15.	Event Lease Agreements. -Lease agreements, correspondence, report of general liability insurance (each event), memoranda, etc.	Retain 2 years after event, then destroy.
16.	Complaints/Requests. -Citizen complaints or requests for service.	Retain 3 years, then destroy.
17.	Claims for Damages. - Accident claims against the City.	Retain until the settlement, plus 6 years, then destroy.
18.	Poplar Hill Mansion. -Inventory lists, insurance, history, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the mansion. Transfer periodically to the Maryland State Archives.

Agency City of Salisbury		Division/Unit Office of the Mayor
ITEM NO.	DESCRIPTION	RETENTION
19.	Certificates of Insurance	Retain 6 years, then destroy.
20.	Disaster/Emergency Management Plan.	Retain until obsolete or superseded, then destroy.
21.	Fire/Other Emergency Drill Reports.	Retain until superseded, then destroy.
22.	Insurance Policies. —Automobile, theft, fire liability, life, and all other insurance policies purchased by agency.	Retain until termination of policy plus 6 years, then destroy.
23.	Insurance Waiver(s).	Retain until termination of waiver, then destroy.